



# VOLUNTEER JOB OPPORTUNITIES



## HAWAII ARMY VOLUNTEER PROGRAM

Vol. 17, No. 4

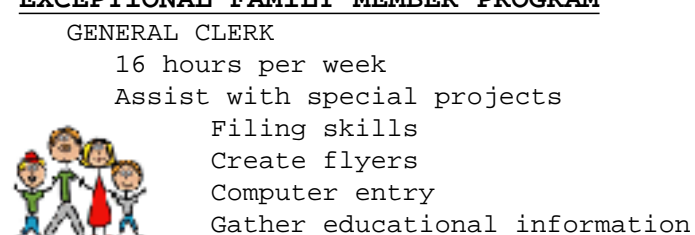
CURRENT VOLUNTEER JOB BANK

Jul - Dec 2003

### ARMY COMMUNITY SERVICE (ACS)

assists soldiers and family members by providing programs that educate and better prepare them for Army life. This chain of programs aids our community in times of crisis and calm. Volunteers are a vital "link" in this chain.

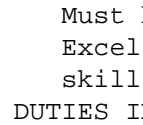
#### POSITIONS CURRENTLY AVAILABLE AT ACS



#### EXCEPTIONAL FAMILY MEMBER PROGRAM

##### GENERAL CLERK

- 16 hours per week
- Assist with special projects
- Filing skills
- Create flyers
- Computer entry
- Gather educational information

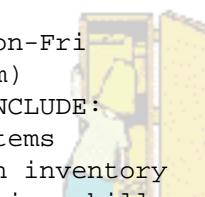


#### INFORMATION AND REFERRAL

- Customer service top priority
- Must be a people person
- Excellent telephone/communication skills

#### DUTIES INCLUDE:

- Greeting customers
- Answering phones and taking messages
- Filing and scheduling



#### LENDING CLOSET

- 8-12 or 12-4 any day Mon-Fri
- 4 hours a week (minimum)

#### DUTIES AND REQUIREMENTS INCLUDE:

- Issue and receive items
- Conduct and maintain inventory
- Effective communication skills
- Ability to lift 30 lbs



#### ACS PROVIDES:

- VALUABLE JOB EXPERIENCE!
- UP TO 20 HOURS FREE CHILD CARE AT AN HOURLY SITE!
- SUPPORT FOR THE ARMY FAMILY COMMUNITY!
- A MEANS TO MEET NEW PEOPLE!
- FLEXIBLE HOURS!
- AWARDS, RECOGNITION & FUN!

#### RELOCATION

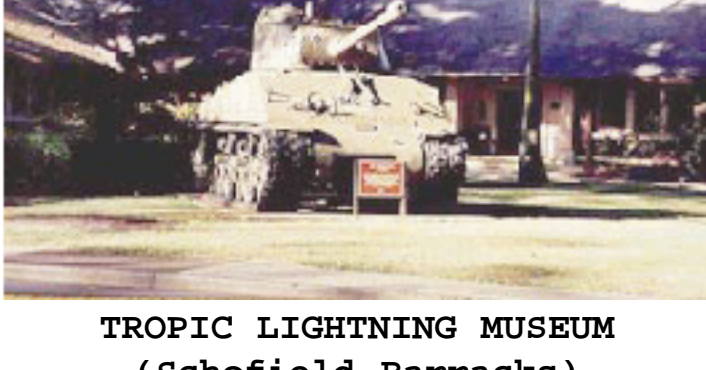
- WELCOME PACKETS
- 2-4 hrs. Mon-Fri
- Gather informational packets
- Organize and assemble welcome packets
- Requires typing and filing skills

#### NEWCOMERS ORIENTATION

- 8 hrs. Tuesdays, once a week
- Gather military community information
- Advise program
- Brief Newcomers
- Requires strong communication skills

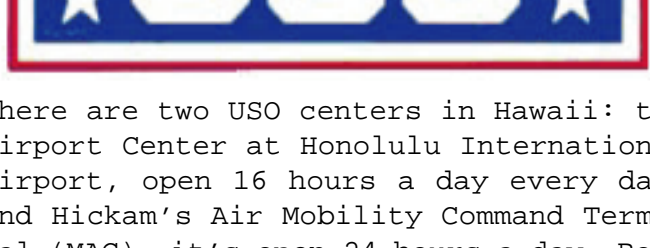


IF YOU ARE INTERESTED IN VOLUNTEERING WITH ACS, CALL THE ACS VOLUNTEER SUPERVISOR AT 655-2379.



#### TROPIC LIGHTNING MUSEUM (Schofield Barracks)

Become a docent and learn about the history of Schofield Barracks and the 25th Infantry Division (Light). Docents will greet the public as they enter the Museum, orient the visitors to the exhibits, answer questions, staff the audio-visual equipment and help the staff with assorted tasks. Research assistants are also needed to gather information from sources outside and inside the museum on topics related to the museum's mission statement. Or help out as a clerical aid by assisting with basic database entry, typing and filing. Museum hours are 10 a.m. - 4 p.m. Tues. - Sat. Work shifts are 10 - 1 and 1- 4. For more information call 655-0438.



There are two USO centers in Hawaii: the Airport Center at Honolulu International Airport, open 16 hours a day every day, and Hickam's Air Mobility Command Terminal (MAC), it's open 24 hours a day. Both facilities could use your help. If you're interested in helping out at either USO center, please call 836-3351 or e-mail the director at USOHAWAII@juno.com

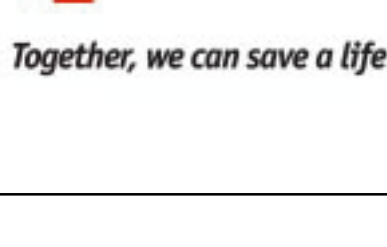


#### U.S. ARMY MUSEUM OF HAWAII (Fort DeRussy)

##### GREETER/TOUR GUIDE

Meet people, be a representative of the Army and learn some history all at the same time. Great volunteer opportunities are available for cheerful, people persons to serve as a greeter for the U.S. Army Museum on Waikiki Beach. Duties include providing guide brochures, answering basic questions, directing visitors, enforcing dress standards and providing surveillance to increase security. A one time training sessions of four to five hours, providing in-depth information on the museum's history and exhibits is required. This session qualifies you to give tours, but does not require you to do so. Benefits include a 10% discount on all museum gift shop purchases, annual recognition by the Hawaii Army Museum Society

and personal satisfaction from greeting 500 visitors a day from all over the world. Shifts are available from 10 a.m. to 1 p.m. and 1-4 p.m. Sun. For more information call 655-2821.



Together, we can save a life

Schofield Barracks American Red Cross has several volunteer opportunities available. For more information, call 655-4927.

## OUTSIDE VOLUNTEER ORGANIZATIONS

**DIAMOND HEAD THEATER** needs volunteers to help in the costume shop 733-0277 x305.

**FRIENDLY HOSPITAL VISITORS AND TALK STORY TIME FACILITATORS** needs volunteers to spend time with adults with developmental disabilities and mental retardation. Six-month commitment required 733-9191.

**FRIENDS OF HANAUMA BAY** give information to bay visitors on safe water activities. Shifts are 4 hours, once a week 395-4242.

**FRIENDS OF HE'EIA STATE PARK** help beautify the state park grounds on third and fourth Saturdays of each month 247-3156.

**FRIENDS OF IOLANI PALACE** seeks volunteers to work as docents, guardians and greeters. Shifts available from 9am-12pm or 12pm-3pm, Tues-Sat. Training is provided. Please call 522-0821.

**HABITAT FOR HUMANITY** is looking for volunteers to help with all facets of constructing homes for low-income families and to serve on its Family Selection, Building and Fund-raising committees. www.honhabitat.org or 485-2355.

**INSTITUTE FOR HUMAN SERVICES**, Ohau's only emergency homeless shelter, seeks volunteers 537-2724 x107.

**KAISER PERMANENTE** read stories to children waiting in their appointments in pediatric clinic waiting rooms, 8a.m. to 5 p.m. Mon-Fri and 8 a.m. to noon Saturdays 432-8938.

**KUAKINI HEALTH SYSTEM** seeks volunteer historians to organize, catalog and store artifacts, books and documents for Kuakini's Health Discovery Center artifacts room, as well as volunteers to provide services in patient care and nonpatient care areas, including the gift shop and information desks 547-9184.

**LANAKILA MEALS ON WHEELS** seeks drivers to deliver meals to the elderly 531-0555.

**LEGAL AID SOCIETY OF HAWAII** seeks volunteers to serve as clerks, legal assistance, legal secretaries, paralegals and accountant assistants 536-4302.

**LEEWARD COMMUNITY COLLEGE THEATRE** ushering, concession sales, artist receptions and more 455-0386.

**MEMORIAL SOCIETY OF HAWAII** needs volunteers for office, phone and computer tasks and more. Training is provided. You can work from home. Times and hours are flexible 589-2884.

**MUSCULAR DYSTROPHY ASSOCIATION OF HAWAII** assist with administrative tasks, help out at special events and serve on various subcommittees 548-0588.

**NATIONAL MULTIPLE SCLEROSIS SOCIETY** needs volunteers for programs, services and clerical functions, 8:30 a.m. to 4 p.m., Mon-Fri 532-0811.

**'Olelo Community Television** can use volunteers for general production, on air talent and other tasks. Experience not necessary. Training is provided. Call 834-0007 x126 for more info.

**RIVER OF LIFE MISSION** seeks volunteers, primarily clerks and licensed drivers 524-7656 x228.

**ST. FRANCIS MEDICAL CENTER** assist with gardening, patient visitation and office help 547-6245.

**SUNNY BUDDIES** seeks volunteers to pair with people with mental retardation; ages 18 and up 733-9191.

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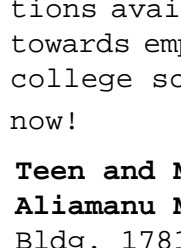
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#### CHILD AND YOUTH SERVICES' MIDDLE SCHOOL AND TEEN PROGRAM

Hey, Teens! Army family life can be a real challenge. But, there's a great program to help you out. We have volunteer positions available for you that can be used towards employment, college entrance and college scholarship applications. Join now!

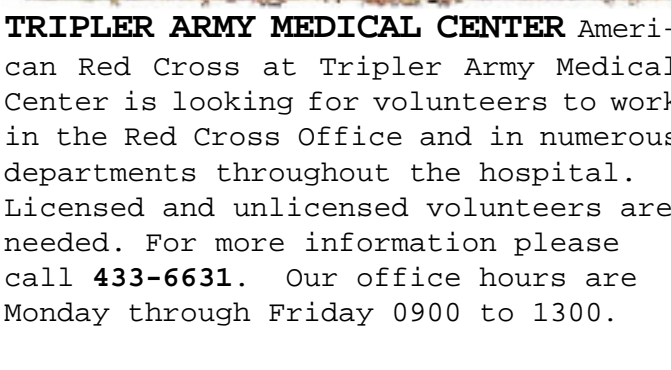
**Teen and Middle Schools Programs:**  
**Aliamau Military Reservation**  
Bldg. 1781  
Honolulu, Hawaii

**Teen Director**  
**Middle School Director:** 833-0920

**Fort Shafter**  
Bldg. 505  
Fort Shafter, Hawaii

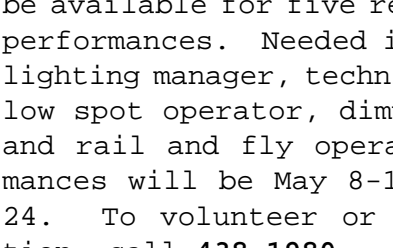
**Middle School Director:** 438-8762  
**Schofield Barracks**  
Bldg. 647  
Schofield Barracks, Hawaii

**Teen Directors:**  
**Middle School Director:** 655-0451



#### TRIPLER ARMY MEDICAL CENTER

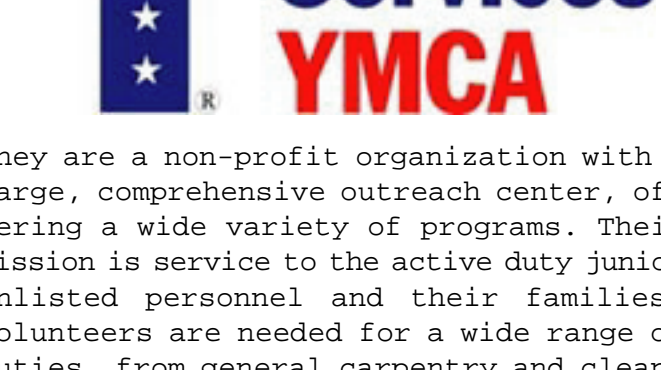
American Red Cross at Tripler Army Medical Center is looking for volunteers to work in the Red Cross Office and in numerous departments throughout the hospital. Licensed and unlicensed volunteers are needed. For more information please call 433-6631. Our office hours are Monday through Friday 0900 to 1300.



#### Fort Shafter Army Community Theater

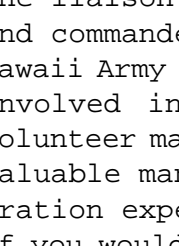
needs six volunteers to work backstage for the production of "The Music Man."

Volunteers need to be available for five rehearsals and seven performances. Needed is a stage manager, lighting manager, technical director, follow spot operator, dimmer board operator and rail and fly operator. The performances will be May 8-10, 16, 17, 23 and 24. To volunteer or for more information, call 438-1980.



They are a non-profit organization with a large, comprehensive outreach center, offering a wide variety of programs. Their mission is service to the active duty junior enlisted personnel and their families. Volunteers are needed for a wide range of duties, from general carpentry and clean-up to clerical support and special events. Whatever your skill, however your schedule is, you can make a difference in your community by contributing your time and service. For more information call the ASYMCA on Wheeler AAF at 624-5645 or the ASYMCA branch at 833-1185.

VOLUNTEER JOB OPPORTUNITIES IS PUBLISHED TO PROVIDE INDIVIDUAL MEMBERS OF THE ARMY COMMUNITY IN HAWAII WITH A CURRENT AND COMPREHENSIVE LISTING OF VOLUNTEER POSITIONS THAT ARE CURRENTLY AVAILABLE. IT IS A PRODUCT OF THE HAWAII ARMY VOLUNTEER PROGRAM'S VOLUNTEER JOB BANK OPERATION. THIS ISSUE WAS PREPARED AND ISSUED BY THE INSTALLATION VOLUNTEER COORDINATOR'S OFFICE, WHICH IS LOCATED IN BUILDING 2091, KOLE OLE AVE., SCHOFIELD BARRACKS. YOU CAN REACH DAISY BUENO, THE INSTALLATION VOLUNTEER COORDINATOR AT 655-2398 OR BuenoDC@schfield.army.mil. THE U.S. GOVERNMENT DOES NOT NECESSARILY EXPRESS OR IMPLY AN ENDORSEMENT OF CONTENTS OR SERVICES PROVIDED.



#### HAWAII ARMY MAYORAL PROGRAM

In support of the total Army family, the Hawaii Army Mayoral Program (HAMP) was organized to develop involved, energetic and well run communities, installation wide. Volunteer mayors and their staff participate with commanders and installation agencies in identifying community issues, developing plans and taking actions to enrich the quality of life in your communities. They are the liaison between community residents and commanders.

Hawaii Army Community Mayors are actively involved in improving community life. Volunteer mayors and their staff can gain valuable management and public administration experience.

If you would like to volunteer to become the voice of your community, there are some basic criteria that must be met. First, you must live in an Army community housing area. Second, you should either be the sponsor or a family member who's at least 18 years of age. If you would like to help your community, please call Brian Dougherty at 655-2736 or the office of the Oahu Base Support Command at 655-8978 (Schofield Barracks) or 438-6996 (Ft. Shafter).

1. To help make and serve hand make free Cappuccinos, Lattes, Espressos.
2. To help service FREE Video arcade games!
3. To help set up tables, cloths, games and desserts!
4. To make desserts and bring by to serve to soldiers/families!
5. To greet soldiers at the door with a cheerful spirit!
6. To help set up Bibles/materials/chairs for Bible study.
7. To paint murals on poster boards!
8. To bring Christian Banners to play for the soldiers!
9. To pass out flyers for Crossroads in your place of work!
10. To set up sound equipment!
11. To DJ during Karaoke nights!

CONTACT CHS SCHAEFER & ETTERBECK AT 3bdchap@schfield.army.mil TO VOLUNTEER.



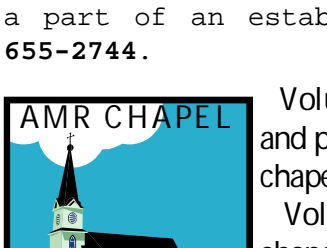
#### ARMY FAMILY TEAM BUILDING

AFTB is an educational program that reaches out to everyone in the Army Family- including you!

AFTB offers 42 classes that are divided into three levels. Level 1 introduces you to the military lifestyle, level 2 teaches management skills and level 3 teaches leadership skills. Classes are taught by committed AFTB VOLUNTEERS. Instructors are trained with Department of the Army (DA) curriculum and have an opportunity to attend training with DA-level instructors in other locations.

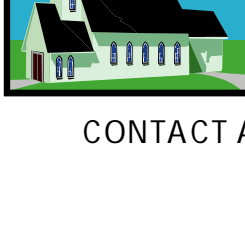
Not interested in teaching, but still want to help or get work experience? AFTB has a place for you! We need volunteer office assistants, marketing personnel and inventory managers. Come join our team! Meet people, gain knowledge, build your resume and be a part of a valuable program that positively impacts your community! All volunteers receive free childcare.

For more information, please call 655-3054/2744.



#### FAMILY READINESS GROUPS (FRG)

As part of the Army Family you can contribute to your unit's overall readiness and become an essential part of the mission. How? By becoming involved in your unit's FRG. Each one of these groups plays an important role in the effectiveness of a soldier's ability to do his/her job. Knowing that someone will be there to lend a hand when they are away makes all the difference. By getting involved you also meet new friends, become part of the team and play an important role in the unit. For more information on how to start a Family Readiness Group or to find out how to become a part of an established group, call 655-2744.



Volunteer needed to design and put up bulletin boards at chapel. All materials supplied.

Volunteer to do weeding in chapel garden.

Volunteer to do outside painting (walls).

CONTACT AMR CHAPEL AT 839-4319.